

GOVERNMENT OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-H063

POSITION: Social Worker, DS-185-9/11/12

OPENING DATE: 04-05-04

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL
FILLED," FIRST

SCREENING DATE: 04-19-04

SALARY RANGE: DS-185-09 \$42,476 - \$53,028 Per Annum
DS-185-11 \$48,380 - \$61,134 Per Annum
DS-185-12 \$54,598 - \$69,851 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: DS-12

NO. OF VACANCIES: SEVERAL

AGENCY: CHILD & FAMILY AGENCY, (CFSA)

DURATION OF APPOINTMENT: [X] Permanent [] Term (13 months to 4 years) NTE: Four (4) years [] Temporary
(Up to 1 year, Not-to-Exceed) _____

[X] This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent provides a variety of child welfare casework services to children and to families to investigate, assess and remediate situations, allegations and reports. Conducts home visits to assess strengths and needs of families; contacts collateral source; reviews pertinent information; makes appropriate referrals. Responds to crisis situations and intervenes to resolve immediate problems. Utilizes various counseling and therapeutic techniques in an attempt to address social, environmental, emotional and medical problems. Maintains medical, physical, social and psychological histories; counsels families, children and youth, both individually and in-groups. Provides assistance in seeking employment, housing, financial assistance and other services for assigned caseload. Maintains statistical data which reflects an account of clients served and the number and types of activities performed in order to provide services. Serves as an experienced member of an interdisciplinary team to provide written and oral case presentations regarding the impact of the child and/or the family's condition and the psycho-social implications. Identifies the needs and strengths of children and the families as they relate to the overall treatment plan. Prepares a variety of reports; represents the CFSA at administrative reviews, court hearings and other meetings. Coordinates implementation of court orders. Maintains up-to-date case records for documentation of case activity, to include electronic case management data entry. Attends administrative reviews and court hearings to provide status information regarding the child's and/or the families psycho-social condition and CFSA compliance with recommendations contained in the case plan. Determines the appropriateness of established goals, services and/or permanency planning based on the status findings. Contacts and maintains ongoing communication with collateral contacts. Supervises and conducts family visits as appropriate.

QUALIFICATION REQUIREMENTS: These positions require the following:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- DS-09 requires a D.C. Graduate Social Worker License.
- DS-11 requires a D. C. Graduate or Independent Social Worker License.
- DS-12 requires a D. C. Independent Clinical Worker License
- All positions require a valid Driver's License

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Extensive Knowledge of the Child Welfare Field to provide social work services for individuals and families;
2. Knowledge of related psychiatric, psychological and medical practices used in the evaluation and treatment of children and families, to serve as an effective member of the multi-disciplinary treatment team;
3. Comprehensive knowledge of human behavior dynamics; sensitivity to cultural diversity, age, and religious differences affecting child rearing, family and kinship patterns, attitudes about illness, medical care and communication pattern, to conduct home visits or investigations develop case plans and provide counseling;
4. Knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families; and
5. Ability to communicate effectively orally and in writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGS STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of Deputy Director for Human Resources 400 6 th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5 th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
